COMPUTER TRAINING INSTITUTE OF CHICAGO
1453 E. 53rd Street Suite 204 Chicago, IL 60615

Why CTIC?

Business Adminstartion

Improve the Quality of Your Skills and...
Improve the Quality of Your Life!

Health & Information Technology

International Students

Information Technology

Business Management

CALL NOW TOLL FREE ! 1-877-749-7248

ACADEMIC CATALOG

2015

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Mission Statement

To improve the employment opportunties through certification training. Everything we do is designed to help students complete their program, get certified and obtain employment.

Organization and Administration

Incorporation

Computer Training Institute of Chicago is a 'for profit' institution of higher learning incorporated under the State laws of Illinois.

State of Illinois Approval

Computer Training Institute of Chicago is approved by the Division of Private Business and Vocational Schools of the Illinois Board fo Higher Education. Complaints against this school may be registered with the Illinois Board of Higher Education
1 N. Old State Capitol Plaza Suite 333 Springfield, IL 62701

Computer Training Institute of Chicago is current;y not accredited. We are in the process of obtaining accredidation through ACICS (Accrediting Council for Independent Colleges and Schools)

Administration

Paul Johnson
President/Program Director

Monique Wingard
Director Academic Administrator

Phyllis Barnes
Treasurer/Financial Aid Administrator

Howard Harvey
Secretary/Enrollment Administrator

Administrative Office

Academic Program Profiles_____

Comp TIA A+ Description	Comp TIA A + certification is the standard for excellence in computer hardware and software support. It covers skills such as, installing, upgrading, building, repairing, configuring and troubleshooting computer hardware, software and peripherals.
Occupations	Help Desk, Desktop Support, Jr. Administrator, Computer Technician
Prerequisites	Basic computer skills
Methods & Material	Certified instructor-led training, Hands-on Labs, Certified Materials (Online Available)
Length	8 Weeks/48 Hrs
Cost	$1500 (Books and Training Materials are included in pricing)
Certification Goal	**A+**

Network + Description	Comp TIA Network +, certification validates that an individual possesses the knowledge needed to configure and install Network components. Many companies today are requiring the use of Certified Technicians because they are finding it builds confidence within their current and potential clients.
Occupations	DSL installation, Small business network installer, Jr. Network Administrator,
Prerequisites	General computer skills
Methods & Material	Certified instructor-led training, Hands-on Labs, Certified Materials (Online Available)
Course Length	4 Weeks/30 Hrs
Cost	$1500 (Books and Training Materials are included in pricing)
Certification Goal	**Network+**

CompTIA & MCSE Combo	
Description	The Microsoft Certified Solutions Expert program is designed for professionals who implement, manage, and troubleshoot Windows 7 & 8 Professional and Server 2012 systems. Your responsibilities will include installing and configuring the components of Windows 2012 systems. Management responsibilities include administering and supporting the systems.
Occupations	Network Administrator, System Engineer
Prerequisites	Basic typing and computer skills
Methods & Material	Certified instructor-led training, Hands-on Labs, Certified Materials (Online Available)
Course Length	24 Weeks/144 Hrs
Cost	$8,000 (Books and Training Materials are included in pricing)
Certification Goal	**A+ Network+ MCSE**

Miscrosoft Sharepoint & SQL Database Combo	
Course Description	Demonstrate your essential skills and breakthrough insights in developing and maintaining the next wave of mission-critical environments Microsoft Sharepoint & SQL
Occupations	Sharepoint Administrator, Systems Engineer, SQL Database Administrator
Prerequisites	Basic Computer Skills
Methods & Material	Certified instructor-led training, Hands-on Labs, Certified Materials (Online Available)
Course Length	24 Weeks/144 Hrs
Hours	$8,000 (Books and Training Materials are included in pricing)
Certification Goal	**Sharepoint MCSE SQL MCSA**

Sales Force Administrator **Course Description**	Become a Salesforce Certified Administrator or Advanced Administrator. Learn user management and security, have good experience with workflow and approvals, know how to get the most out of core Sales and Service Cloud features, and are a master in reporting, then you may be ready for the Administrator exam. Learn how to build advanced analytics, automate, and extend using more complex functionality, Then you will be ready for the Advanced Administrator exam.
Occupations	Sales Force Administrator & Advanced Administrator
Prerequisites	High school or GED required. Basic Computer Skills
Methods & Material	Certified instructor-led training, Hands-on Labs, Certified Materials (Online Available)
Course Length	24 Weeks/144 Hrs
Cost	$8000 (Books and Training Materials are included in pricing)
Certification Goal	**ADM 201** & **ADM 211**

CCNP **Course Description**	The Cisco Certified Network Professional certification validates a network professional's ability to install, configure and troubleshoot converged local and wide area networks with 100 to 500 or more nodes. Network Professionals who achieve the CCNP have demonstrated the knowledge and skills required to manage the routers and switches that form the network core, as well as edge applications that integrate voice, wireless, and security into the network.
Occupations	LAN Administrator, Cisco Engineer, LAN security and Network design occupations.
Prerequisites	CCNA
Methods & Material	Certified instructor-led training, Hands-on Labs, Certified Materials (Online Available)
Course Length	15 Weeks/90Hrs
Cost	$4000 (Books and Training Materials are included in pricing)
Certification Goal	**CCNP**

CCNA & CCNP Combo **Course Description**	The Cisco Certified Network Associate certification validates the ability to install, configure, operate, and troubleshoot medium-size routed and switched networks, including implementation and verification of connections to remote sites in a WAN. The Cisco Certified Network Professional certification validates a network professional's ability to install, configure and troubleshoot converged local and wide area networks. Network Professionals who achieve the CCNP have demonstrated the knowledge and skills required to manage the routers and switches that form the network core, as well as edge applications that integrate voice, wireless, and security into the network.
Occupations	LAN Administrator, Cisco Engineer
Prerequisites	Network+ or equivalent knowledge and skills
Methods & Material	Certified instructor-led training, Hands-on Labs, Certified Materials (Online Available)
Course Length	25 Weeks/150 Hrs
Cost	$8000 (Books and Training Materials are included in pricing)
Certification Goal	**CCNA CCNP CCNA +Sec**

Apple iOS & Android App Developer **Course Description**	Mobile app development is the new frontier of business communications and marketing. Today more people get information and communications about businesses from mobile apps than from all forms of printed media. This has a created trmendous demand for Ios and Java developers.
Occupations	iOS & Adroid App Developer
Prerequisites	Composite C & Java Programming
Methods & Material	Certified instructor-led training, Hands-on Labs, Certified Materials (Online Available)
Course Length	24 Weeks/144 Hrs
Cost	$6000 (Books and Training Materials are included in pricing)
Goal	**App Development Proficiency**

Social Media Administrator	The Google AdWords and Analytics certifications are professional accreditations that Google offers to individuals who demonstrate proficiency in basic and advanced aspects of AdWords and Analytics. Why get certified? An AdWords or Analitics certification allows you to demonstrate that Google recognizes you as an online advertising and Analytics professional.
Course Description	
Occupations	Google Analytics Specialist, Google Adwords Expert & HootSuite Administrator
Prerequisites	High school or GED required. Basic Computer Skills
Methods & Material	Certified instructor-led training, Hands-on Labs, Certified Materials (Online Available)
Course Length	24 Weeks/144 Hrs
Cost	$6,000 (Books and Training Materials are included in pricing)
Certification Goal	[Adwords](#) [Analytics](#)

Adobe Graphics Design & E-Learning Combo	An Adobe Certified Expert (ACE) is a person who has demonstrated proficiency with one or more Adobe software products. To become an ACE, you must pass one or more product-specific proficiency exams and agree to the ACE terms and conditions. The course covers Adobe Photoshop, InDesign & Dreamweaver & Adobe Captivate
Course Description	
Occupations	Desktop Publisher, Office Design Administrator e-Learning content developer
Prerequisites	Basic MS Office skills
Methods & Material	Certified instructor-led training, Hands-on Labs, Certified Materials (Online Available)
Course Length	24 Weeks/144 Hrs
Cost	$8000 (Books and Training Materials are included in pricing)
Certification Goal	**[ACE](#)**

MS Office 2013 & Quick Books Combo **Course Description**	People who pass the Office Specialist exams are frequently employed in professions outside of the computer field. They are real people performing a wide variety of jobs. Whether in a large corporation or a small office, Office Specialists use programs such as Word and Excel to function effectively as administrative assistants, as office managers, and in many other positions that require day-to-day problem-solving skills. The Microsoft Office System of products has helped the Office Specialist meet deadlines, impress managers, and perform work more efficiently. Office Specialists are interested in improving their skills and increasing their opportunities. As more and more employers begin looking for verification of employee software skills, you have no better way to stand out from the crowd than to show your credentials as a specialist in the software that a job requires.
Occupations	Skyrockets your skill level and value in any occupation!
Prerequisites	Basic computer skills
Methods & Material	Certified instructor-led training, Hands-on Labs, Certified Materials (Online Available)
Course Length	24 Weeks/144 Hrs
Cost	$5000 (Books and Training Materials are included in pricing)
Certification Goal	**MOS Quick Books CU**

PMP & Six SigmaCombo	PMP Certification is the profession's most globally recognized and respected certification credential. The PMP designation following your name tells current and potential employers that you have a solid foundation of project management knowledge that can be readily applied in the workplace.
Course Description	**The Six Sigma Greenbelt** is a nationally recognized certification. The course and training program encompasses all aspects of running a Six Sigma project. Six Sigma is one of the highest standards for companies and individuals to achieve.
Occupations	Project Manager, Business Analyst, Quality Lead
Prerequisites	Limited Project management experience. High school or GED required.
Methods & Material	Certified instructor-led training, Hands-on Labs, Certified Materials (Online Available)
Course Length	24 Weeks/144 Hrs
Cost	$6000 (Books and Training Materials are included in pricing)
Certification Goal	**PMP CSSGB**

Medical Billing & Coding **Course Description**	The Healthcare Career Program focuses on the information needs of health care. Its graduates are prepared with the knowledge and skills necessary to provide medical coding and billing, manage health care data used to support patient care, and contribute to the development of a computer-based patient record. The profession offers career flexibility and a variety of workplace options. Presently, opportunities for practice are found in numerous areas including hospitals, private industry and colleges and universities. Graduates of the program are eligible to sit for the National Center for Competency Testing Insurance & Coding Specialist certification.
Occupations	Medical Billing Coder/Specialist
Prerequisites	Basic computer skills. High school or GED required.
Methods & Material	Certified instructor-led training, Hands-on Labs, Certified Materials (Online Available)
Course Length	48 Weeks/576 Hrs
Cost	$9500 (Books and Training Materials are included in pricing)
Certification Goal	Insurance & Coding Specialist (NCICS) **NCCT (National Center for Competency Testing)**

Academic Calendar

Class start dates are subjet to change. Contact the CTIC admissions department to confirm start dates. CTIC standard buisness operating hours are M-F 9-5pm; The CTIC office is closed on Saturdays and Sundays.

Phase	Fall Semester 2014	Phase	Winter Semester 2014
Enrollment Deadline	2nd Mon Sept	Enrollment Deadline	1st week Dec
Classes Begin	2nd Mon Sept	Classes Begin	1st week Dec
Student Evaluations	2nd Mon Nov	Holiday week – School closed	Final 2 weeks Dec
Thanksgiving week, School closed	Last Thurs Nov (M-F)	Student Evaluations	2nd week Feb
Phase	**Spring Semester 2015**	**Phase**	**Summer Semester 2015**
Enrollment Deadline	2nd Mon April	Enrollment Deadline	2nd Mon July
Classes Begin	2nd Mon April	Classes Begin	2nd Mon July
Holiday – Memorial Day, School closed	Last Mon May	Holiday – Independace Day, School closed	July 4
Student Evaluations	4th Mon May	Student Evaluations	Last week Aug

Academic Policies

Application Procedure

To apply for admission, prospective students should contact the CTIC admissions department and schedule a personal interview. All students are required to complete a registration packet. Proof of a High scholl diploma, GED or equivilent.

Admissions

Any student who qualifies is welcome to attend the Computer Training Institute of Chicago. To qualify students must possess a high school diploma, GED or equalivent.

Tranferability of Certifications

Students should verify that receiving schools will accept certifications before transfering.

Student Evaluations

Each student will receive a personal student evaluation before being admitted to the requested class. The evaluation includes a one-on-one interview. A evaluation exam that verifies that student meets the basic requirements to attend the requested course.

Tuition and Financial Aid

Please contact the CTIC admisssions department for the current Tuition rates. Tuition rates are subject to change based on factors related to operating cost, the market or other factors. Students are garruanteed that the tuition rates for the program that register for, will not change as long as they are enrolled in that program. If a student cancels or is removed from a program and they re-apply at a later time, they are subject to the current tuition rates at the time that they re-apply.

Tuition at the Computer Training Institute of Chicago provides students with the following benifits and services:

- Live On-line Instructor-led education and training.
- Online lab access.
- Supplimentary web based training and practice test.
- Student services

- Career counseling

Textbooks and other supplies

Textbooks are included in the tuition fees. Notebooks, pencils, paper etc… are the responsibility of the student.

Payment Policy

Payments for tuition fees are due 7 days before the class start date. Payments may be made by credit card, checks or money orders. Payments should be made out to Computer Training Institute of Chicago. A $35 fee will be charged for checks returned for insufficient funds.

Financial Aid

CTIC offers several options for financial asistance, student loans and grants. Contact the Financial aid office to discuss your options.

Grading Polices

Policies and Procedures for Student Progress Evaluations:

CTIC has instituted a standard grading system to ensure that all students are assessed and graded on a consistant and equitable basis. A clear level of acheivment will be recorded and reported, along with a calculated GPA (Grade Point Average).

Grading Scale

Grade	Grade Point Value	Percentage	Definition
A	4.0	100-90	Exceptional Acheivment. The student has demonstrated exceptional mastery over course competentcies.
B	3.0	89-80	Commendable Acheivment. The student has demonstrated commendable mastery over course competentcies.
C	2.0	79-70	Acceptable Acheivment. The student has demonstrated acceptable mastery over course competentcies.
D	1.0	69-60	Minimum Acheivment. The student has demonstrated minimum mastery over course competentcies.
F	0.0	59-0	Insufficient Acheivment. The student has demonstrated insufficient mastery over course competentcies.

Additional Grade Descriptions

IP	In Progress: Grade currently not available
I	Incomplete: Coursework still remaining to determine grade
W	Withdrawal: Student has withdrawn from the course

Grading Fomula

Percentage	Area
50 %	Midterm & Final Exams
25 %	Coursework & Labs
15 %	Attendance
10 %	Class Participation

Grade Appeals

Students have 30 days after receiving their grades to appeal. Appeals must be submitted in writing, to the Administration department. A review board will examine the appeal and verify that the proper grading formulas and assessments were perfomred correctly. If the review board finds that there was in fact a error, a new grade will be generated and recorded based on the boards findings and reported to the student.

Satisfactory Academic Progress (SAP)

Federal and State regulations require that all finiancial aid recipients maintain Satisfactory Academic Standards (SAP). Most forms of finacial aid are governed by this policy.

To remain in good standing at CTIC. Students are required to make academic progress toward completion of the program they enrolled for. Students must satidfy two standards

for 'satisfactory academic progress' by the end of their program in order to graduate.

1. Achieve a minimun cumulative GPA of 2.0
2. Complete the entire program within a maximum of 150% of its scheduled lenth.
3. Maintain an attendance rate of 70% or above.

CTIC SAP Policy

CTIC validates that students meet these internal CTIC SAP requirements.
- Each individual students progress is monitored throughout the program.
- A SAP report is distributed to each student at 50% completion of the program.
- Students who meet the standard are considered to be in good standing.
- Students who do not meet the requirements are placed on probation.
- Students on probation will be re-evaluated at the 60% completion point.
- A student will be dismissed from a program after three conceculive terms of academic probation.

Minimun GPA

Students whose GPA at the end of any term is less than 2.0, are considered not to be making 'satisfactory academic progress' and will be place on probation. Subject to the 'CTIC SAP Policy'.

Maximun Time Frame

Each program recieves a syllabus that outlines the schedule designating the minumum percentage or ammount of work a student must successfully complete by the end of each term. Students who at the end of each term fail to complete 75% of the program are concidered not to be making 'satisfactory academic progress.' They will be placed on probation and subject to the 'CTIC SAP Policy' above.

Attendance Policy

CTIC requires all students to regularly attend classes.

Probation Policy

- Students on probation will receive a written notification of probationary status.
- Students are required to schedule a meeting with the Academic Administrator to jointly address and overcome any issues that may have lead to the probationary status.
- If the students fails to achieve 'satisfactory academic progress' for the second term, the student will receive a second notice of probationary status.
- The student will be required to schedule a meeting with the Academic Administrator and student counselor to jointly address and form a action plan to help address any issues that may have lead to the probationary status

Students place on probation remain eligible for finacial aid. Students who choose to change programs will not receive a change in probationary status.

Dismissal

A student will be dismissed from a program after three concecutive terms of academic probation.

Dismissal Appeals

Students who do not meet CTIC's internal 'satisfactory academic progress' requirements because of mitigating circumstances may submit an appeal to the Academic Administrator.

- The appeal should include explainations of the circumstances that provented the student from achieving 'satisfactory academic progress'.
- The Academic Administrator may allow immediate reinstatement or may require that the student be placed on an 'administrative leave of absence' for 2 quarters.
- Upon readmissionto the program, the student will remain on academic probation until they meet the satisfactory progress standards in the CTIC SAP policy.
- Students who still fail to meet the CTIC SAP standards after 2 terms are eligible for perminant dismissal from the school.

Student Rights and Responsibilities

Leave of Absence

CTIC may approve students for one or more leaves of absence(LOA) in any 12 month period that does not exceed 120 days. The student is not considerd withdrawn during the approved leave of absence.

LOA Procedure
Students must complete and submit a CTIC LOA form. Any documentation that supports the reason for the LOA should be attached to the form. The LOA form should be submitted to the Academic department. The Academic department must approve the LOA before the student takes the leave.

In the case of unforeseen circumstances (family emergencies, medical illiness, military duty etc…) A LOA form may be submitted no later than 2 weeks after the last day of attendance.

Complaints and Grievances

1. Students with a complaint or grievance that is non-academic in nature should attempt to resolve the matter with the person at the school who is directly responsible for the problem.
2. If the matter cannot be resolved person to person, the student should file a written complaint with the administrators office. The complaint will be reviewed and efforts to resolve the matter will be taken, headed by the administrative staff.
3. If the student has a complaint with the school itself. The student has the right to file a complaint with the appropriate state accrediting and approval bodies for the school.

> Division of Private Business and Vocational Schools
> of the Illinois Board fo Higher Education.
> 1 N. Old State Capitol Plaza, Suite 333 Springfield, Illinois 62701-1377
> Complaints and Greivences - (217) 557-7359

Conduct

Students of CTIC are required to conduct themselves in a manner appropriate for an educational institution. Students will expose themselves to disciplinary action, deemed appropriate by the schools Administrative board on a case by case basis. Disciplinary action may be taken, if students perform actions that fall into the following major catagories.

- Computer or Software hacking, distributing viruses, trojans or any other forms of illigal software exploitation.
- Theft or damage to property of CTIC
- Disruption or obstruction of CTIC activities.
- Cheating, falsifying documents or dishonesty.

Dismissal

CTIC reserves the right to dismiss any student whose, conduct, attendance, academic or financial standing does not meet the schools standards as set forth in this catalog.

Appeal Policy

Students of CTIC may appeal a variety of decisions made by the school that directly impact their academic standing or progress, including but not limited to:

➢ Program grades
➢ Satisfaction of certification requirements
➢ Academic probation and suspension

Students are encouraged to contact the instructor or person directly involved with the reason for the appeal. Both parties should work together to try to resolve the situation. If the matter cannot be resolved, the student should submit a formal appeal to the administration office. The folllowing procedure should be followed.

- All appeals must be submitted in writing no later than 30 calendar days after the decision being appealed.
- The appeal should be submitted to the Academic Admin to review the matter and determine if it merits further investigation.
  - If not, all parties involved will be notified of the decision is writing.
- If so, the Administrative Administrator will escalate the matter to the CTIC Appeal Board. (Board of Directors)
- The CTIC Appeal Board will review the matter and their decision will be final. (The CTIC Appeal Board is comprised of the Vice President, Academic Administrator, Admissions Administrator and Student Services Lead. Other school members may be asked to sit in on some appeal board meetings as needed. Finance, Couselors etc…This is determined on a case by case basis.)

Refund and Withdrawal Policy

Refund Policy:
- A student who withdraws prior to the start of the course receives a tuition refund less $150 administrative charge, per course.
- A student who withdraws before the first 25% of the course hours receives a 75% tuition refund.
- A student who withdraws between the 25%-50% of the course hours receives a 50% refund.
- A student who withdraws after %50 of the course hours receives no refund.

If there is insufficient demand for a specific course, and the course is cancelled, students receive a full refund.

1) CTIC school shall not receive, demand, or retain any amount in excess of proportions and dollar amounts disclosed in the enrollment agreement and catalog/bulletin for the term in which the student is enroll

2) The student's total financial obligation for instruction shall not be more than the total contract price for the academic (school) year in which the student is enrolled.

3) The school shall return that portion of any refunds due to sponsors furnishing grants, loans, scholarships or other financial aids in conformity with federal and state laws, and regulations and requirements of financial aid sponsors. After any disbursements to financial aid sponsors, the student shall receive the balance, if any, of the amount due under the school's refund policy

4) The school shall refund all monies paid to it if the schools fails to conduct classes on days or times scheduled, detrimentally affecting the student.

5) A school that offers distance education lessons and is unable to provide them because of a failure on the part of the school shall be responsible for refunding all monies paid to it. Student refunds shall be processed promptly and in accordance with the following requirements as may be applicable.

Withdrawing From a Course:

1) If a letter of withdrawal is submitted, it shall be delivered to the school management. The date of withdrawal initiated by a student shall be the date the letter of withdrawal is postmarked or, when the notice is hand-carried, it shall occur on the date the notice is delivered. The school shall provide a receipt for each letter of withdrawal received.

2) CTIC shall inform the student as to his/her contractual home study or distance education obligation if at any point during the course of instruction it has not received lessons for 60 consecutive calendar days; the date of withdrawal shall be the date of the last lesson received.

3) CTIC may give an home study, or distance education student who has withdrawn the opportunity to apply for reinstatement in writing and keep his/her enrollment active without prejudice to the student's refund rights.

4) A school shall notify any agency known to the school to be providing financial aid to the student of any withdrawal within 30 days after the date of withdrawal.

5) A school shall maintain accurate current records that make possible prompt return of funds in the correct amount.

6) In the event a student gives notice of withdrawal, the school is obligated to refund the cost of only those books and materials purchased for the current or future terms if the books and materials have been returned to the school unmarked.

7) Charges for books and materials, including software, shall maintain in the student's file along with a receipt with the book title or name of item, amount charged and date purchased. Charges for books and materials, including software, shall remain on file for three years, along with a list for each subject area and the exact charge for each. The record shall be updated as changes occur.

8) In the event that a student withdrawing from a course of instruction is less than 18 years of age on date of withdrawal, notice of cancellation shall be made by the purchaser of the enrollment agreement.

9) CTIC refunds all monies paid to it if the school did not screen the student, to determine that the student meets its admission standards prior to the date of the student's acceptance. For home study or distance education instruction, all references to class attendance or days in class, shall refer to lessons completed by the student and serviced by the school.

COMPUTER TRAINING INSTITUTE
OF CHICAGO

'Live-Online' Computer Requirements

CTIC provides their students with the convience of online computer classes. The online classes provide students with the benefits of not having to leave their homes. It also provide all of the benefits of live physical classroom instruction.

- "Live on-Line" Virtual Classrooms
- "Live on-Line" Hands on Training Tools
- "Live on-Line" Instructors
- "Live on-Line" Lectures and Presentations
- On-line lab access to practice applications and servers.

Below are the minumun computer requirements to access our online 'Virtual Classroom'

- ✓ 80 GB Hard drive
- ✓ 2 MB RAM
- ✓ 2.2 ghz CPU
- ✓ DSL, Cable or Satalite Hi Speed Internet Connection

Student Support Services_____

At CTIC, the success of our students is what makes us successful. To that end,

we have instituted a variety of students services. The leadership at CTIC and our entire staff is commited to helping all of our students achieve their academic personal and career goals.

Academic Services

If at any time students feel that they are falling behind, we offer free tutoring services. Students should contact the instructor for their program to schedule tutoring sessions. Tutors may be other instructors, staff members or students who have already completed the course. Here are some of the areas that our Tutoring Services cover.

- Study skills, scheduling and time management.
- Tutoring Services
- Mentoring
- Assistance for students limited in the english language.

Career Services

CTIC staffs professionals in career management and counseling. Make sure you avail yourself to this life changing programs!

- Resume Building
- Career Counseling
- Mentoring Seminars – Corprorate Ettiqette, Acing your first and last interview!
- Interview Practice Sessions
- Career Fairs

Alumni of CTIC have a lifetime membership in our Career Services Program. Graduates who successfully complete their programs are contacted every quarter for up to 1 year with updates on our career fairs and job placement services. After one year they can still continue to attend CTIC seminars and career fairs for free, for as long as they desire.

Consumer Information

CTIC Programs Disclosure Reporting	Adobe Graphics Design & E-Learning Combo	Apple iOS & Android App Developer *New Program	Business Administration- MS Office & QuickBooks Combo	Business Management PMP & Six Sigma Combo	CCNA & CCNP Combo
Enrollment Report					
Enrolled on July 1, 2013	8	0	8	12	8
Enrolled in the next 12 months					
New Starts	6	0	0	11	10
Re-enrollments					
Transfers					
Total Number of Enrollments	14	0	8	23	18
Number of students enrolled in the program who were:					
Transferred out of the program into a new program	0	0	0	0	0
Completed program	14	0	8	23	18
Withdrew from the school	0	0	0	0	0
Are still enrolled	0	0	0	0	0
Job Placement Report					
Placed in field of study	6	0	6	12	9

Placed is related field	2	0	0	4	3
Placed out of field	3	0	0	3	1
Not available for placement	1	0	1	2	3
Not employed	2	0	1	2	2
Certification Reports					
Took certification exam	12	0	8	20	16
Passed certification exam	10	0	7	18	15
Employment Reports					
Employed without CTIC Job Placement	6	0	5	10	11
Average Salary	29,000	N/A	24,000	48,000	55,000

CTIC Programs Disclosure Reporting	CompTIA & MCSA Combo	Medical Billing & Coding	Microsoft SharePoint & SQL Database Combo*New Program	Sales Force Administrator *New Program	Social Media Administrator *New Program
Enrollment Report					
Enrolled on July 1, 2013	10	6	0	0	0
Enrolled in the next 12 months					
New Starts	7	4	0	0	0
Re-enrollments					
Transfers					
Total Number of Enrollments	17	10	0	0	0
Number of students enrolled in the program who were:					

Transferred out of the program into a new program	0	0	0	0	0
Completed program	16	10	0	0	0
Withdrew from the school	1	0	0	0	0
Are still enrolled	0	0	0	0	0
Job Placement Report					
Placed in field of study	10	3	0	0	0
Placed is related field	2	2	0	0	0
Placed out of field	0	2	0	0	0
Not available for placement	2	0	0	0	0
Not employed	2	3	0	0	0
Certification Reports					
Took certification exam	12	6	0	0	0
Passed certification exam	10	6	0	0	0
Employment Reports					
Employed without CTIC Job Placement	8	4	0	0	0
Average Salary	33,000	27,000	*New Program	*New Program	*New Program

Welcome to CTIC "Your Partner for Success!"
We are here to help you reach your goals. We welcome your comments and suggestions.
www.CTIChicago.com.